



OFFICE OF THE LT. GOVERNOR

One North Capitol, Suite 600

INDIANAPOLIS, INDIANA 46204

REBECCA S. SKILLMAN
LT. GOVERNOR

July 11, 2006

Ms. Elvira Jarka, Director
Special Nutrition Program
United States Department of Agriculture
77 West Jackson Blvd. – 20th Floor
Chicago, IL. 60604-3507

Dear Ms. Jarka:

Indiana is requesting approval on changes of State Agency now administering a USDA program and lowering the number of the monitoring for the Recipient Agencies and the Food Outlets.

House Bill 1261 authorized the transfer of The Emergency Food Assistance Program (TEFAP) from the Indiana Department of Family and Social Services Administration to the Office of the Lt. Governor effective July 1, 2006.

This transition took place and Indiana is submitting the following changes to the Indiana 2005-2008 State Plan for TEFAP.

A. STATE ADMINISTRATION

Grant Services is within the Business Office of the Office of the Lt. Governor Rebecca S. Skillman and will implement The Emergency Food Assistance Program (TEFAP) as of July 1, 2006. Julia Cunningham Holloway is the Director of Grant Services.

Beginning July 1, 2006, Grant Service will contract TEFAP services with twelve RAs, to distribute, monitor, and transport USDA food products to the various food outlets each of their awarded counties in the State of Indiana.

Grant Services reimburses each RA from the USDA administrative funds for performance-based services at a rate of \$.25 per pound of USDA food products distributed by the food outlets in their designated service areas. There are two special conditions in the contract.

- First condition:
RA must continue providing service to the food outlets though the end of the contract period regardless if all funding has been claimed.
- Second condition:

Provide two percent (2%) of their total award amount in assisting each of their food outlets with maintaining a fifty- percent (50%)

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match of the USDA food products.

Outlet Monitoring

The TEFAP Specialist or designee will monitor one-tenth or twenty, whichever is fewer of the 522 food outlets each fiscal year. A letter will be sent to the appropriate RA summarizing any recommendations, concerns or findings that were identified in the review.

Annual RA and Storage Assessment

The TEFAP Specialist, or designee, will review twenty-five percent or four of the eleven RA's and their storage facility on an annual basis. A letter will be sent to the RA summarizing any recommendations, concerns, or findings that were identified in either assessment (See Appendix J, for the TEFAP Assessment for the Recipient Agency and Appendix F for the Storage Facility Review).

All other statements in the TEFAP State Plan will remain in force and implemented.

If you have any further questions regarding this matter, please contact Marsha McGraw, TEFAP Specialist at 317.232.6997 or E-Mail mmcgraw@lg.IN.gov

Sincerely,



for
Julia Holloway Cunningham
Director of Grant Services